

STUDENTS

**School-Related Student Trips**

In order for students to be counted present during school-related trips during the school day, the activity must be co-curricular or instructional.

**OVERNIGHT TRIPS**

The Board shall approve all overnight school-related trips.

**OTHER TRIPS**

The Superintendent or the Superintendent's designee shall approve all other school-related trips and shall inform the Board monthly of all approved trips.

**DRIVERS/VEHICLES**

All District-owned vehicles shall be driven by an adult duly qualified and licensed to operate the vehicle. Drivers of school vehicles and operation of District-owned passenger vehicles transporting students shall be in compliance with requirements specified in applicable statutes and administrative regulations.<sup>1</sup>

**SUPERVISION**

A certified or classified staff member must accompany students on all school-sponsored or school-endorsed trips. For athletic trips, a nonfaculty coach or a nonfaculty assistant may accompany students as provided in statute. Persons designated to accompany students shall be at least twenty-one (21) years old.<sup>2</sup>

**INSURANCE**

Only Board insured vehicles or appropriately certificated common carriers shall be used for transporting students.<sup>3</sup>

**CERTIFICATED COMMON CARRIERS**

Use of certificated common carrier service shall be authorized by the Board on a case-by-case basis, and the reasons to justify such use shall be cited in Board minutes.<sup>3</sup>

**MEDICATION**

Administration of medication to students during field trips shall comply with applicable law, regulation and medication administration training developed by the Kentucky Department of Education.

When students will be travelling outside the state, the Superintendent's designee shall do the following:

1. Determine applicable legal requirements concerning delegation of student medication responsibilities in states through which students will be travelling; and
2. Assign staff to accompany students on the field trip to address student medication needs.

**PARENTS' APPROVAL**

Parents are to be informed of the nature of the trip, the approximate departure and return times, means of transportation, and any other relevant information. Parents must give written approval for students to participate in school-sponsored trips.

### **School-Related Student Trips**

#### **SUPPORT FOR REGIONAL, STATE, AND NATIONAL COMPETITIONS**

Support for school-related trips shall be provided for students representing the District in regional, state, and national academic or extra-curricular competitions, provided they qualify through a recognized competitive process approved by the Superintendent and advance to the next level by placing at lower competitive levels (e.g. district, regional, state).

District transportation (bus or fleet vehicle) shall be provided for competitions taking place within a radius of 200 miles. In cases requiring alternate transportation, the Board shall determine if funds are to be allocated on a per-pupil basis, using the following guidelines:

- 201 to 500 mile radius - \$50 per pupil
- 501 to 1000 mile radius - \$100 per pupil
- 1001 to 1500 mile radius - \$150 per pupil
- 1501 or greater mile radius - \$200 per pupil

*All radius distances for transportation and support allocations shall be calculated based on ground travel mileage.*

Students who achieve a qualifying score, but do not advance through placement are not eligible for district trip support. Students who advance through individual or team placement (e.g., top finishers at regional competitions) are eligible for transportation support based on the radius guidelines provided above.

For expenses related to the overall cost of travel beyond transportation allocations (e.g., meals, additional lodging, entry fees), the club, school, or department must have a plan for covering these costs. If the group does not have sufficient funds to support the travel expenses, additional fundraising efforts may be required to cover the costs.

In addition to the funding above, the District will provide for the cost of the school bus driver when buses are utilized. The District will also provide travel reimbursement (per board policy) for a sponsor/coach to travel with students meeting the eligibility requirements above. The Superintendent may authorize financial support for regional, state, and national competition beyond the guidelines above.

The District is not responsible for travel support in cases where a parent or guardian rejects district transportation.

#### **REIMBURSEMENT**

All school trips shall require reimbursement for the use of Board-owned vehicles at a rate established by the Board.

#### **REFERENCES:**

<sup>1</sup>KRS 156.153

<sup>2</sup>KRS 161.185

<sup>3</sup>702 KAR 5:060

KRS 158.110, KRS 158.838; KRS 160.340, KRS 189.125; KRS 189.540

702 KAR 1:160; 702 KAR 3:220, 702 KAR 5:030, 702 KAR 5:080, 702 KAR 5:130

702 KAR 7:125

| STUDENTS

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**RELATED POLICIES:**

03.1321; 03.2321

09.15; 09.122; 09.221; 09.2241